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Advisor for Management

9 MAR 1951

Assistant Director for Research and Reports

Interim Table of Organization for Office of Research and Reports

1. The proposed T/O for O/RR, submitted under date of 14 February 1951, has been revised downward (from a total of 856 to 611 positions) in accordance with our discussion.

2. This downward revision of the T/O does not reflect any revision in our estimates of the minimum needs of this Office. I have agreed to the reduction solely because I recognize that it is unlikely that we shall be able to recruit fast enough to exceed the T/O strength of 611 before the end of the current fiscal year. Accordingly the cuts have been taken not where our needs are least urgent but rather where our prospects of filling them quickly are dimmest. Our personnel planning continues to be carried out on the basis of the 856 slots provided in the original T/O.

3. In view of the special reasons for the reduction in total strength, I should like to review, for your concurrence, our mutual understanding of the conditions of its approval:

a. In view of the considerable lag between recruitment and entry on duty, it is agreed that for recruitment purposes, a leeway of 10% over the total of 611 slots may be encumbered prior to 1 July 1951 if necessary.

b. Within the overall ceiling, O/RR will be enabled to arrange expeditiously for the transfer of slots from divisions and branches for which recruitment is slower than average to those which fill up before the end of the year.

c. Subsequent to 1 July 1951, increases in the T/O will be so scheduled that by the final quarter of Fiscal Year 1952 O/RR will be allocated the 856 positions requested on 14 February 1951.

d. The original T/O of 856 positions will be the basic objective of this Office and resultantly will be the planning pattern for purposes of management, budget, personnel recruitment, and position classification.

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MAX F. MILLIKAN

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cc: Comptroller  
Chief, OPD

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